

**NORTHEAST DIVISION - EAST SECTION
FOR THE TRAIN DISPATCHER'S
MANUAL OF INSTRUCTIONS**

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NORTHEAST - EAST DIVISION
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NORTHEAST – EAST DIVISION SECTION

1.0 GENERAL INSTRUCTIONS

All dispatchers and ACTD dispatchers are to be familiar with the instructions that are in this manual

1.1 TELEPHONE NUMBERS

Amtrak Police	800-331-0008
Providence & Worcester	800-447-2003
CSX ACTD	518-767-6102
CSX Boston Line	518-767-6111
CSX Berkshire	518-767-6112
NECR	800-800-3490
CSO	800-800-3490

1.2 DERAILMENTS

When a mainline derailment occurs, the senior division officer from each of the following departments must be immediately notified: Customer Services (Transportation, Passenger Services and Mechanical), Engineering, and Safety and Environmental Control. These officers will be responsible for determining who will represent that department on the Derailment Committee. This applies to intercity and commuter trains, with no exceptions.

1.3 SERVICE INTERRUPTIONS

When there is going to be a substantial delay of more than thirty (30) minutes to a train, the Assistant Superintendent of Train Movements must be notified.

1.4 TERMINATED TRAINS

When a passenger train is terminated en-route, the following staffing adjustments must occur:

1. The LSA must close out the cash register, leave one copy of the inventory sheet with the stock, secure the liquor kits and evacuate the train with the liquor kits.

2.0 BRIDGES AND BUILDINGS

Note: See System Section 9 for more information/instructions on movable bridges.

2.1 BRIDGE OPENINGS

1. Conn (Connecticut River)

The draw shall open on signal for commercial vessels except when:

- a. A westbound train scheduled to cross the bridge has passed Nan, or
- b. An eastbound train has passed Guilford

If either of the above two conditions exists, the draw shall be opened for Commercial vessels as soon as the train has crossed the bridge.

For all other vessels which cannot pass the closed bridge the draw shall be Opened as soon as practicable, but in no case shall the delay be more than 20 minutes from the time of request.

All openings of the draw shall afford full horizontal and vertical clearance, regardless of the size or requirements of the passing vessel

2. Groton (Thames River)

The draw shall open immediately on signal for vessels owned or operated by the United States Government, state and local vessels used for public safety, vessels in an emergency, and commercial vessels.

Exception: When a train scheduled to cross the bridge without stopping has passed the Midway, Groton, or New London stations and is in motion toward the bridge, the draw shall not be opened for the passage of any vessel until the train has crossed the bridge.

The draw shall open as soon as practicable for all other vessels, but no later Than 20 minutes after the signal to open is given.

3. **Mystic River**

The draw shall operate as follows:

- a. From April 1 to October 31, the draw shall open on signal.
- b. From November 1 to March 31, the draw shall open on signal from 5 a.m. to 9 p.m. From 9 p.m. to 5 a.m., the draw shall open on signal if at least eight hours notice is given.
- c. Public vessels of the United States, state and local vessels used for public safety, vessels in an emergency, and commercial vessels shall be passed immediately at any time; however, the opening may be delayed up to eight minutes to allow trains, which have entered the drawbridge block and are scheduled to cross the bridge with stopping, to clear the block.
- d. All other vessels shall be passed as soon as practicable but no later than 20 minutes after signal to open is given.

4. **Nan (Niantic River)**

The draw shall open on signal, except that from April 1 through October 31, from 8 p.m. to 4 a.m. and from November 1 through March 31 from 6 p.m. to 6 a.m., the draw shall open on signal if at least one hour notice is given.

When a train scheduled to cross the bridge without stopping has entered the drawbridge block, a delay in opening the draw may occur until the train has cleared the block.

5. **Shaw Cove**

The draw shall open on signal from December 1, through March 31, from 8 a.m. to 5 p.m. Monday through Friday. From December 1, through March 31, from 5 p.m. to 8 a.m. and on Saturdays and Sundays, the draw shall open on signal if at least eight hours notice is given. From April 1 through November 30, from 5 a.m. to 10 p.m., the draw shall open on signal; and, from 10 p.m. to 5 a.m., the draw shall open on signal if at least one-hour notice is given. A delay of up to 10 minutes may be expected if a train is approaching so closely that it may not be safely stopped. When a vessel is in an emergency that may endanger life or property, the draw shall open as soon as possible.

3.0 ENGINE AND EQUIPMENT PROCEDURES

3.1 MECHANICAL DEFECT REPORTING – COMMUTER SERVICE EQUIPMENT/SOUTH SIDE

In the event of equipment defects which have safety and/or operating considerations, the nature of the defect must be reported to the Amtrak Chief and the MBCR chief.

4.0 MW PROCEDURES

4.1 WORK EXTRAS/SHORE LINE “C” DESK

The Shoreline Dispatcher must arrange to advise Work Extras destined Pine Orchard that they are not to cross Totoket Road, as requested by Tilcon.

5.0 C&S OPERATIONS

5.1 CAB SIGNALS/UNUSED TRACK

Cab Signal/Fixed Signal Non-Conformities

Any non-conformity of cab signals versus wayside must be immediately investigated

Tracks Out-of-Service or Not Used for 48 or More Hours

Absolute block protection must be established on any track that has been out of Service or has not been operated over for a period in excess of 48 hours.

Absolute block protection must remain in effect until C&S personnel advise that All signal systems are functioning as intended.

6.0 DEBRIS STRIKES

6.1 NOTIFICATIONS FOR DEBRIS STRIKES

All debris strikes must be reported to the Amtrak Police and to the Trouble Desk. There are no exceptions. All debris strikes must be logged and the notification of the police and the trouble desk included on the log items.

7.0 DELAYS

7.1 WRITING AND ACCOUNTABILITY

Whenever any mechanical problem is reported and delay is to be written, The engine number or car number must be included in report.

Dispatchers are solely responsible for recording all delays on their section of territory. If a problem develops researching the delay or calculating the delay, ask the ACTD for assistance.

7.2 MBTA TRAINS

Commuter train delays must include the actual minutes late or if on time a zero must be entered at each destination.

In conjunction with the “Passenger Bill of Right”, the ACTD must notify MBCR ACTD whenever a delay of five (5) minutes or more is anticipated on any Commuter Rail Line.

All sheet dispatchers are to notify the ACTD as soon as it becomes apparent that a delay of FIVE (5) minutes or more will occur on any Commuter Rail Line.

7.3 ACELA EXPRESS/REGIONAL DELAY

ACTD is to NED page on any delay in excess of 5 minutes to any ACELA Express trains.

7.4 CROSSOVER DELAYS

Whenever using crossover move for a delay, please include the reason for the move to be made.

Example: No 1 trk out of service had to route train around or TOL on No. 1 trk had to route train around

8.0 ELECTRIC TRAIN SETS DOOR PROBLEMS

8.1 Whenever any type of door problem occurs on electric train sets the Manager of Operations or ACTD must be notified. ACTD will notify high speed rail foreman.

9.0 METRO-NORTH BLOCKING DEVICES

9.1 RECORDING BLOCKING DEVICES

The Metro-North Dispatcher in charge of CP 274 will not be required to copy Amtrak issued Form D's and Plate Orders. The Amtrak dispatcher needing to hold trains at CP 274 will accept verbal confirmation of blocking device protection. The Amtrak Dispatcher must record the time blocking devices are applied and removed and the name of the Metro-North dispatcher on appropriate Form D or foul time record.

10.0 4-QUADRANT GATE EMERGENCY PROCEDURE

10.1 OPERATION OF CROSSINGS WITH 4 QUADRANT GATES

At the following locations where 4 quadrant gates are in service, telephone boxes have been installed at each location, which are connected to the ACTD's desk so the CETC Dispatchers can raise the 4-quadrant gates for local emergency responders.

Palmer St.	MP 140.6	In service dates TBD
Wamphassuc	MP 134.9	In service 5-22-01
Broadway Extension	MP 131.2	In service 5-22-01
School St.	MP 131.2	In service 5-14-01
Miner Lane	MP 120.2	In service 6-27-01

When a telephone call is received by the ACTD from an emergency responder requesting an immediate raising of the 4-quadrant gates, the ACTD will determine the proper identity of the caller and location of which the crossing gates are to be raised.

The ACTD will verify with the Dispatcher the location of any approaching trains and decide if releasing the gates is appropriate. (After the command to raise the gates is transmitted, cab signals for approaching trains will immediately drop to restricting, and the gates will go up after a 2 ½ minute delay.)

- 1) If the block is clear of all approaching rail traffic, the ACTD will instruct the Dispatcher to apply blocking devices on all entrances to the tracks involved and release the gates. The Dispatcher will issue a Form D line 12 to protect all further moves.
- 2) If there is approaching rail traffic within the block, the ACTD will instruct the Dispatcher to ask the location of the traffic. Based on the distance and speed of the equipment the ACTD will make a decision to either wait for the equipment to clear the crossing or have the Dispatcher apply blocking devices, issue a Form D line 12, and raise the gates.

The ACTD must notify the Trouble Desk so C&S personnel can be dispatched to that crossing to reset the 4-quadrant gates. Form D Line 12 protection must be maintained until notified that the gates have been restored to service. The ACTD must notify the AMPD of the incident.

CETC CROSSING GATE DISPLAY

A. The following describes the changes to CETC display to support crossing gate function.

1. Eight crossing gate indicators were added for three interlockings on the video display monitors and the overview display screens. Dispatchers with the assigned interlocking will have control of these devices and can poke the VDU screen or use the keyboard to operate the crossing gates.

INTERLOCKING NAME	CROSSING GATE NAME	DISPLAY NAME	KEYBOARD NAME
1 122 SHAWS COVE	MINERS LANE	MINERS	122.MINERS
1 131 MYSTIC	BROADWAY	BROADWAY	131.BROADWAY
2 131 MYSTIC	LATIMER POINT	LATIMER	131.LATIMER
3 131 MYSTIC	WAMPHASSUCK	WAMPSUK	131.WAMPSUK
4 131 MYSTIC	WALKERS DOCK	WALKER	131.WALKERS
5 131 MYSTIC	FREEMANS ISLAND	FREEMAN	131.FREEMAN
6 131 MYSTIC	SCHOOL STREET	SCHOOL	131.SCHOOL
1 141 HIGH ST	PALMERS STREET	PALMER	141.PALMER

2. The crossing gates names on the monitors may have different colors. The following table describes what the colors represent.

COLOR	STATE
White	Gate is <i>Up</i>
Green	Gate is <i>DOWN</i>
Red	Gate is <i>UP</i> due to <i>OVERRIDE MODE</i>
Flashing Red	Gate moving <i>UP</i> due to CETC command

3. Six alarms have been created for the opening of the crossing gates.

CROSSING GATE XXX XXXXXXXXXXXX OPERATION OVERRIDE-RAISED
CROSSING GATE XXX XXXXXXXXXXXX LOWERED WITHOUT COMMAND
CROSSING GATE XXX XXXXXXXXXXXX RAISED WITHOUT COMMAND
CROSSING GATE XXX XXXXXXXXXXXX FAILED TO RAISE

CETC CROSSING GATE DISPLAY

- A. The following describes the functional operation of the crossing gates from CETC.
1. A CROSSING GATE menu was added to control raising crossing gates from CETC (Override mode). Access to the new menu is as follows:

- (A) Display CTC Master Menu (CTC)
Display MAINLINE II menu (2)
Select CROSSING GATE (12)
Select Interlocking (122) SHAW
(131) MYSTIC
(141) HIGH ST
- (B) Display desired CTC interlocking
122 SHAW
131 MYSTIC
141 HIGH ST
Select UNIT FUNCTION submenu (with ROUTE selection)
Select OTHER COMMANDS (F12)
Select CROSSING GATE (F10)

2. Normal Display of Crossing gate name (on OVD and VDU selection).

The normal condition of a crossing gate name is WHITE, indicating that the crossing gate is UP.

When a train approaches the gate, the crossing gate name will turn GREEN indicating that the gate is down.

After the train vacates the crossing gate track circuit, the gate name will turn WHITE to indicate that the gate is again in the UP position.

3. CETC dispatcher OVERRIDE Operations to raise crossing gates. Under abnormal conditions, the CETC dispatcher may be requested to raise the crossing gates.

RAISING CROSSING GATES:

- 1) Crossing gate name is GREEN (down position).
- 2) From crossing gate menu, select RAISE GATE, and select crossing gate name. Selected crossing gate name will turn FLASHING WHITE.
- 3) Press or touch the EXC function. Crossing gate name will turn FLASHING RED to indicate that the UP GATE command was sent to the field. The following alarm will be generated.

CROSSING GATE XXX XXXXXXXXXXXX OPERATION OVERRIDE- RAISED

- 4) Crossing gate will take 2 ½ to 3 minutes to operate. (just like burning down a sig.)
- 5) If crossing gate successfully opens, the crossing gate name will turn solid RED.
- 6) If crossing gate fails to raise after CETC requests, the crossing gate name will go back to the original color (GREEN) and the following alarm will be generated:

CROSSING GATE XXX XXXXXXXXXXXX FAILED TO RAISE

- 7) After the dispatcher raises the crossing gate, the cab code will be dropped to indicate restricting for any train approaching the crossing and will remain that way until the maintainer resets the crossing gate.
- 8) NOTE: The dispatcher can request to raise a crossing gate regardless of the actual position of the gate.

11.0 HAND OPERATED ELECTRIC SWITCH

11.1 SPRINGFIELD LINE: HARTFORD, CT

Before giving permission to operate electric lock switch off The Manchester Industrial Track at Hart (23sw), place the number 12 switch in the reverse position thus assuring that train from Manchester Industrial will be lined properly. Once dspr has been informed that lock is removed and 23sw is reversed and 12sw is reversed rule 241 may then be issued

12.0 STATION OPERATION

12.1 KINGSTON, RI

Dispatchers will call station agent sufficiently in advance of train arrival at Kingston to ensure passengers have time to get to appropriate platform.
ATS 573-7351/ BELL 401-727-7351.

12.2 SOUTH STATION—BOSTON, MA

Due to rusty rail condition on the east end of station tracks 1-7 and trk 13 the following procedures will apply:

Whenever a train with less than three (3) cars occupies tracks 1-7 and track 13 in South Station, absolute block protection must be provided. Blocking devices must be applied to the switch or signal leading to the occupied track.

If it is necessary for additional equipment to operate on the above tracks while they are occupied by a train with less than three (3) cars, the additional equipment must be issued permission to pass stop signal in accordance with Rule 241 onto the affected track.

When Amtrak trains are pulled over from SHSY by a switcher, blocking device protection must be provided on tracks 1-7 and trk 13 as soon as movement enters the station track, this protection must be maintained until switcher has cleared affected track.

NOTE: TRK 4 HAS SIGN FOR SPOTTING LITE ENGINE.

12.3 SOUTH STATION TRK CAPACITIES

TRK 1	1 ENG 7 CARS
TRK 2	1 ENG 8 CARS
TRK 3	1 ENG 9 CARS
TRK4	1 ENG 9 CARS
TRK 5	2 ENG 8 CARS
TRK 6	2 ENG 10 CARS
TRK 7	2 ENG 11 CARS
TRK 8	2 ENG 12 CARS
TRK 9	2 ENG 14 CARS
TRK 10	2 ENG 13 CARS
TRK 11	1 ENG 8 CARS
TRK 12	2 ENG 7 CARS
TRK 13	1 ENG 6 CARS

13.0 ACSES PROCEDURES

13.1 SOUTH STATION—BOSTON, MA

No trains enroute to ACSES territory can depart South Station with the pneumatic portion of ACSES cut-out.

13.2 REPORTING ACSES FAILURES

For Eastbound Amtrak Trains, CNOC and the Southampton Street Yard Master must be notified of trains with ACSES failures. For Westbound Amtrak Trains, the 40 Office and CNOC must be notified.

Commuter Rail trainmaster must be notified if *any* MBTA train reports an ACSES failure.

13.3 ACSES MISSING TEMPORARY SPEED SYMBOL

When more than one train reports ACSES displaying the Missing Temporary Speed Symbol and this conditions exists for more than 10 minutes, the trouble desk must be notified to have the ACSES server at Midway checked.

14.0 RULE 135 PROHIBITION

14.1 NHB AND MRS LINE RULE 135 PROHIBITION

Rule 135 is not to be used on the NHB or MRS Lines.

15.0 SPEED RESTRICTIONS

15.1 TRAIN DISPATCHERS' RESPONSIBILITY:

When a temporary speed restriction is to be imposed, the dispatcher will be governed by the following procedures:

- 1) Record the speed restriction on the TSRB and apply blocking devices.
- 2) Fill out office speed restriction form.
- 3) Call the ACTD on the speed restriction phone (580-7585) and dictate to the ACTD the TSRB addition. The time of the addition will not be given until the ACTD repeats the addition properly.
- 4) Make a copy of the office speed restriction form and deliver it to the ACTD.
- 5) Verify with the engineer of each affected train that they have received the speed restriction before removing blocking devices protecting the speed restriction. Re-apply blocks immediately after train has passed the interlocking.
- 6) If the restriction requires counting of trains that ran through the restricted area, record those trains on the office speed restriction form.

When canceling a restriction:

- 1) Record person's name and the date and time the restriction was canceled on the office speed restriction form.
- 2) Call the ACTD on the speed restriction phone (580-7585) and give the ACTD the TSRB cancellation. The time of cancellation must not be given until the ACTD repeats the cancellation information properly.
- 3) Deliver copy of office speed restriction form with the cancellation information to the ACTD. The ACTD will put the office form in the office restriction folder.

15.2 ASSISTANT CHIEF TRAIN DISPATCHER'S RESPONSIBILITIES

- 1) The ACTD will deliver TSRB changes when crews call in at sign-up time and maintain a record of each train that received a TSRB change. The ACTD will notify each affected dispatcher of the train number that has received the TSRB addition or cancellation. **This does not relieve the dispatcher that has a TSRB addition from verifying receipt of the restriction with the engineer before removing blocking devices protecting the affected track. See 15.1 paragraph 5.**

15.3 DAILY TSRB REVIEW PROCEDURES

Each restriction on the daily TSRB must be initialed by the appropriate dispatcher before the TSRB is distributed by the ACTD. This will ensure that the TSRB has the correction restrictions on it before it is sent out of the office.

15.4 TSRB/FORM D FAX PROCEDURES FOR EASTWARD CREWS ORIGINATING AT NEW YORK

The daily NED TSRB must be faxed to the New York Station Operator at ATS fax number 8-521-7583 and the Metropolitan Assistant Chief at ATS fax number 8-521-7386.

Form D may be faxed to New York Station Operator at 8-521-7583.

Form D should be faxed sufficiently ahead of departure time to avoid delays.

15.5 CANCELLATION OF TSRB RESTRICTIONS IN ACSES TERRITORY

Before a Temporary Speed Restriction is removed from the TSRB in ACSES Territory, the Dispatcher must obtain assurance from the C&S that the proper Transponders have been removed. If a speed restriction has been canceled and the temporary transponders are still in place, approaching trains must be notified about the transponders in order to avoid a possible ACSES penalty.

16.0 REPORTS

16.1 FREIGHT TRAIN CONSISTS

A freight train consist report must be filled out for all freight trains that operate on the division. At the end of the day these reports are to be turned into the Manager of Operations Office. This includes any reports that have been faxed to the office during the day.

16.2 CAR MILE REPORTS

Train dispatchers must properly fill out the car mile report for any freights that operate on their territory. This report is used by Amtrak to bill the freight carriers for track usage. The third shift dispatcher on each district that has car mileage will deliver the report to the clerk at night and then start a new report at 12:01am.

16.3 ACTD REPORTS

The ACTD will have a binder that will be for all reports of ACSES failures, Cab Signal failures and HST “door in bypass position in power car” reports.

Any reports received of the above failures should be forwarded to the ACTD for recording.

17.0 ELECTRIC TRAIN OPERATION

17.1 SWITCHING PANTOGRAPH

Whenever we have an electric train that has to change pantograph position, i.e., switching for front to rear pantograph or drop or raise pantograph, the ACTD and Power Director must be notified.

The reason of the change in pantograph status must be determined.

The ACTD must make a log item of the occurrence.